How to Assign Contacts to Sites
TI v 10.5

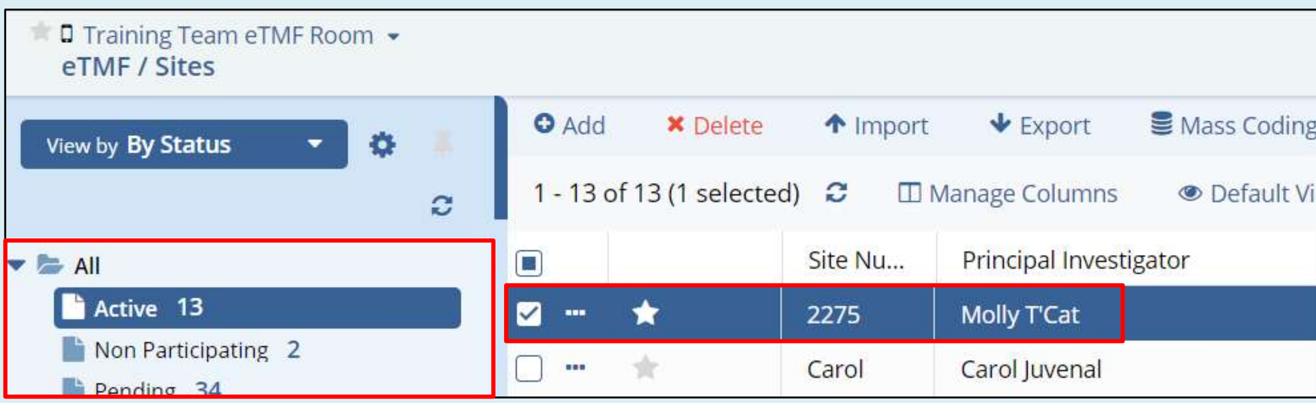
APPLICABLE TO:

- ● Administrators
- ● Room Managers
- ● Editors
- ○ Readers

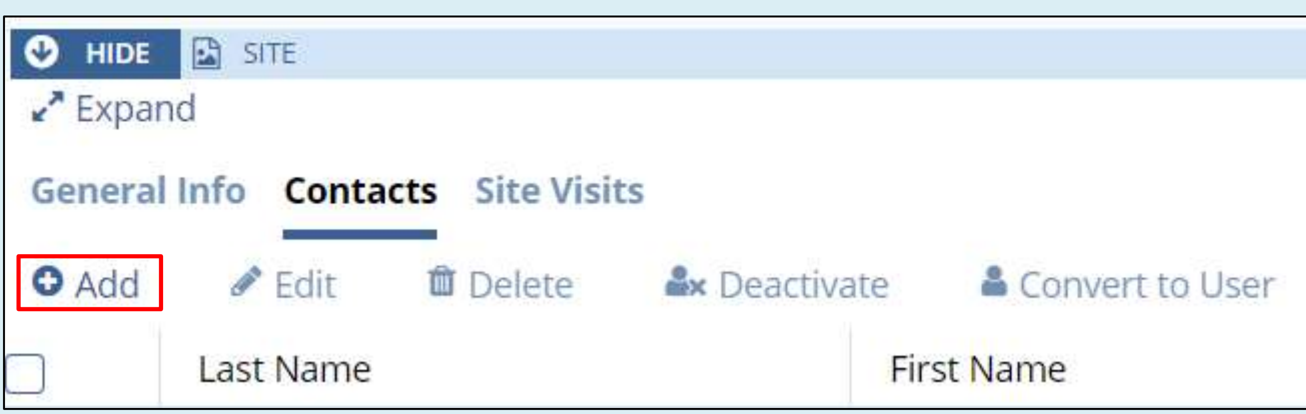
- ● eTMF
- ○ Study Start-Up
- ○ myTI

1. Log in to a room and navigate to the **Sites** module.

2. Select the site you want to add contacts to, using the *View Selector* pane on the left.



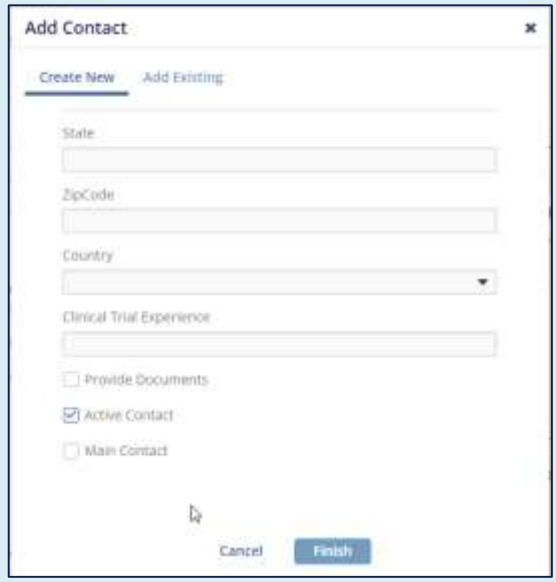
3. In the *Site* pane (bottom section of the interface), switch to **Contacts** then click **Add.**



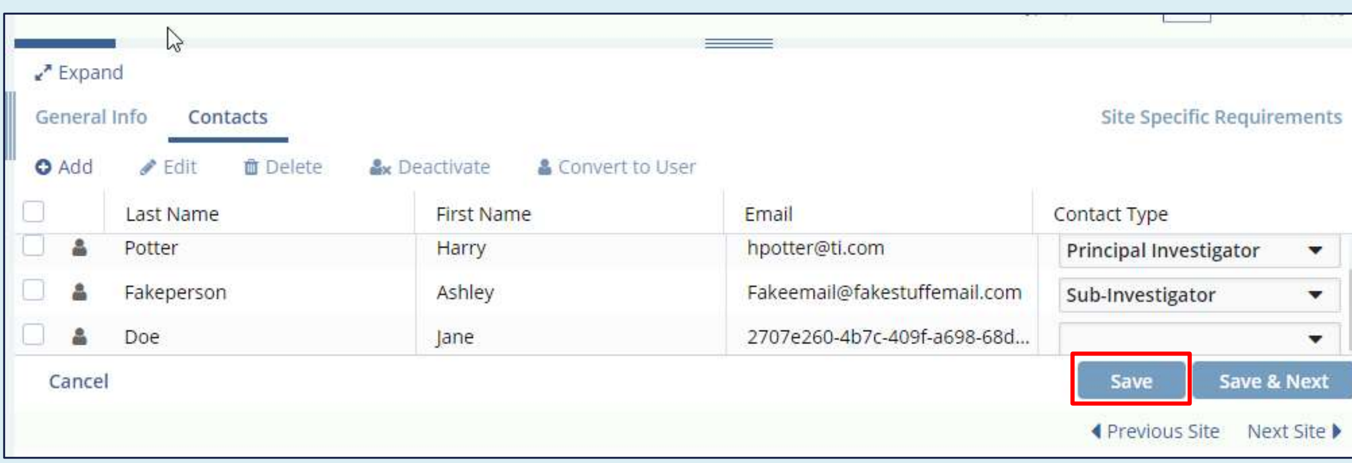
4. Fill in the required information to create a new contact, or switch to **Add Existing** if the person is already a contact in the room.

[optional] Check **Provide Documents** if required documents will be assigned to this Contact.

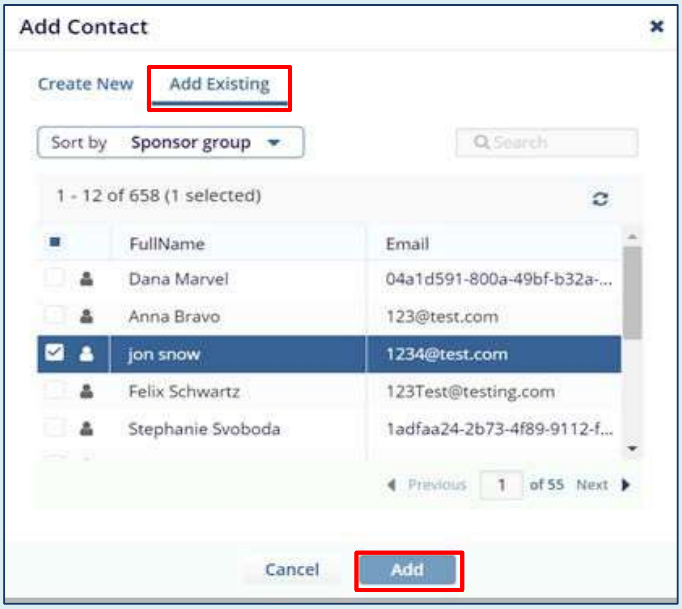
Click **Finish** to assign the contact to the selected site.



5. After adding one or more Contacts, always click **Save.**



5b. To add previously created contacts, click **Add Existing.**



Select the contact from the Sponsor Group or Investigative Site Group.

Click **Add.**

6. When finished adding Contacts, click **Save.**

If you are using SSU to manage sites, see the related job aid **SSU How to Assign Contacts**.